

<b>Standard: <i>Document Review Checklist</i></b>	
<b>Issue Date: August 11, 2000</b>	<b>Standard ID: <i>S-GP-125</i></b>
<b>Supersedes: Initial Release</b>	<b>Rev/Change: 1.0</b>

**1. Purpose:**

To identify items that should be considered when reviewing a document.

**2. Creating Procedures:**

P-GP-040 Document Review

**3. Contents:**

- a) ***Project:*** the unique identifier of the project the review is for
- b) ***Prepared By:*** the name of the person creating the document review form
- c) ***Date:*** the date the form was created
- d) ***Title:*** the title of the document for review
- e) ***Document #:*** number as assigned
- f) ***Checklist:*** items to be considered

**4. Format:**

Following Page

**5. Notes:** N/A

**Document Review Checklist**

Project ID: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Document #: \_\_\_\_\_

- \_\_\_ Index Entries - verify that the index entries refer to the proper page in the document (25% is a good random sampling).
- \_\_\_ Headers and Footers - make sure draft is removed, chapter names and other information is correct, information changes correctly as the chapters change.
- \_\_\_ Table of Contents - verify the phrasing of chapter titles and headings, verify the page numbers.
- \_\_\_ Cross-References - verify all cross-references, text and page numbers.
- \_\_\_ Figures - verify that all references to figures in the text are accurate and they refer to the correct figure. If the figure is a screen image of software, make sure it the latest version of the software.
- \_\_\_ Charts - confirm all labels and data points along the axes.
- \_\_\_ Tables - verify the numbering of tables, verify that all references in the text to tables are accurate.
- \_\_\_ Hypermedia Links - verify that the hypermedia links are accurate (for large documents this may be a sampling situation).
- \_\_\_ Conversions and Units of Measure - all conversions of currency, temperature, distance, volume, height, weight, voltage and other measurements must be checked, especially if multiple languages are involved.
- \_\_\_ Number, Date, and Time Formats - verify that the formats are consistent throughout the document. If the document will be used in other countries you should consider their formats, calendars, etc.
- \_\_\_ Numbers less than ten are spelled out when used in text. Do not follow a spelled-out number with the number in parenthesis.
- \_\_\_ Addresses and Telephone and Fax Numbers - make sure the address and/or number is accurate and valid for the target audience.
- \_\_\_ State - Make sure the state is entered with the accepted postal abbreviation
- \_\_\_ Names - check the spelling of all names and insure that any titles are correct
- \_\_\_ Formatting - are formatting standard established and used consistently throughout the document.
- \_\_\_ Symbols - symbols should be spelled out in text
- \_\_\_ Acronyms - should be defined the first time they are used in the section. The document should include an acronym list.
- \_\_\_ Margins and Fonts - should be used in a consistent manner
- \_\_\_ Body Text - Justified. Complete sentences. Do not start sentences with a verb.
- \_\_\_ Paragraph and Section Numbering - use a hierarchical scheme with Arabic numerals, e.g., 2.3.7. Do not use Roman numerals or alphabetic letters.

**Document Review Checklist**

Project ID: \_\_\_\_\_

Prepared By: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Document #: \_\_\_\_\_

- \_\_\_ Figure Numbers - the figure number and title go below the figure. Number sequentially within major sections.
- \_\_\_ Table Numbers - the table number and title go above the table. Number sequentially within major sections.
- \_\_\_ Page Identification and Numbering - every page should contain enough information to identify the document, version, and page. This is usually put in the header (document identifier on left, version date on the right) plus the footer (page number centered). Number pages sequentially within the major sections.
- \_\_\_ Trademarks and Copyrights - verify if you should include trademark or copyright information in the document, per corporate administrative procedures.
- \_\_\_ Licenses and Warranties - does this document require information about licenses and warranties.
- \_\_\_ Health, Personal Safety, and Environmental Requirements - if any of these concerns may be covered by the document you should consult with legal or contracts to verify if any disclaimers or legal statements should be included in the document.